

Governance Committee
of the Russell Library Board of Trustees
Regular Meeting, May 6th, 5:00 PM
(Online meeting via Webex)
Minutes

Present: Brandie Doyle (Assistant Director for Administrative Services), Shanay Fulton, Jennifer Hadley (recorder), Bryan Skowera (chair)

Excused: Thomas Russell IV

1. Call to Order: Chair Bryan Skowera called the meeting to order at 5:09 pm.
2. Committee Organization
Bryan informed those attending that Shawn Murdock has resigned from the committee and the Board.
 - a. Recording Secretary: Bryan moved and Shanay seconded to appoint Jennifer as recording secretary of the Governance Committee. The motion passed unanimously.
 - b. Quorum Definition: Bryan moved and Jennifer seconded that a quorum for the Governance Committee would be defined as at least half of the currently filled committee seats. The motion passed unanimously.

3. Review of Governance Committee Charges

From the by-laws Article VI Section 1c: "The Governance Committee shall consist of not fewer than five members of the Board and shall meet at the call of its chairman. Said committee, in collaboration with the Library Director, shall develop and maintain a set of policies to govern and guide Library functions and personnel, the Company, and its Board. The Board shall, by a majority vote at any monthly meeting at which a quorum is present, review and approve all new and revised policies and by-laws submitted by the Governance Committee. The Board shall, in turn, submit such approved changes and revisions to the by-laws to the Company for its approval as stipulated in Article VIII, Amendments. All policies and by-laws in force at any time shall be available to the public.

In addition, the Governance Committee shall establish and implement an onboarding procedure to orient newly elected Trustees to the Board."

Bryan will email the chair of the Board to advise that a replacement board member needs to be identified and assigned to the Governance Committee.

Brandie will compile the board orientation manual documents into one document and will share with the committee.

The committee discussed whether it should take part in recruiting new members for the Company and the Board, which is per the bylaws is the purview of the Executive Committee, but decided not to recommend any changes.

4. New Business

a. Employment Policies during COVID-19: The committee looked at the most recent version of the city's Fifth Amended Emergency Leave Policy, which Russell Library has adopted, as it usually does. Bryan will share with the Board. The committee reviewed the state's Face Covering required sign and discussed how the library might implement this policy and deal with patrons who might refuse to wear masks or social distance. Russell Library hopes to be able to offer masks to those who need them. Brandie anticipates that it will be several months before the public will be able to come into the library.

b. Discussion of other Policy Needs

The committee would like to see draft plans for reopening early in the process so that we can provide comments in a timely manner. Brandie suggested we find a way to separate permanent from temporary policies. Bryan suggested some mechanisms. Some covid-19 policies may need to be reinstituted as spikes occur.

5. Discussion of Items to Be Placed on Next Agenda

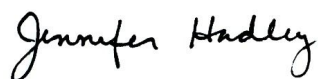
1. Draft of reopening plans
2. Currents materials for onboarding of new trustees.
3. Draft policies

Brandie reported that previous policy committee decided to policies needed to be redone. The aim is to condense them and make them friendlier and more welcoming, since they are shared with the public. She will share links to sample policies from Cheshire Public, Hartofrd Public, New Haven Public, and a consolidated policy from a national organization. Core policies are: 1. Collection development and material selection (which was revised 5 years ago), 2. Public postings, displays, bulletin boards, and handouts, 3. Meeting room use, 4. computers and internet, 5. Code of conduct (just approved). She recommends that the committee look at the first four policies. She will draft them as soon as the employee handbook is finalized, run them by Ramona, and then present them to the committee for feedback and changes, before submitting to the full board. Bryan noted that policies will be impacted by the new strategic plan.

A further call for agenda items will be placed before the next meeting. Meetings will be the first Wednesday of the month.

6. Adjournment: Jennifer moved and Shanay seconded that the meeting adjourn. The motion passed unanimously at 6:03 pm.

Respectfully submitted,



Jennifer Hadley